

## Immigration and Reform Collection System submission Instructions

After you have created an account, activated it, and requested access for the Immigration Reform Collection System you are ready to begin to complete all required sections of SB 160. These instructions will guide you through that process. **Note:** If you had a login from last year, it is still valid.

After logging in, **click** the link for Immigration Reform Collection System.



**The Georgia Department of Audits and Accounts**

Home Account Request Access Password Logout [Reset User Passwords](#)

**Welcome to the Department of Audits and Accounts**

Below you will find links to all applications you are authorized to use.

If you do not see the application that you need to access, [Please Click Here](#)

Name	Description
 <a href="#">Immigration Reform Collection System</a>	The Immigration and Reform Act Collection Application

### Home Page for the Immigration & Reform Act Collection System



**Immigration & Reform Act Collection System**

Home Exit

Select Organization: Bibb County Submission Period: 2013

[Instructions](#) [FAQ](#) [Contact](#)

Please select from the following sections to begin:

Section	Status
<b>Section 1</b> Please Enter / Confirm your E-verify #	Need Response
<b>Section 2</b> Title 13: E-Verify Contractor Reporting	Need Response
<b>Section 3</b> Title 36: Issuance/Renewal of Business Licenses	Need Response
<b>Section 4</b> Title 50: Public Benefit Reporting	Need Response

For Technical Support please call: 404-732-9100 or email [webmaster@audits.ga.gov](mailto:webmaster@audits.ga.gov)

On the home page you will have the ability to select and/or to verify the Organization and Year you will be submitting data for.

Select Entity:	Downtown Statesboro Development Authority	Submission Period:	2013
----------------	---	--------------------	------

There are also quick links on the upper menu for the following features.



Instructions




FAQ







Contact

- Downloadable Instructions in PDF format
- FAQ is a link to our web site with frequently asked questions which will be updated periodically
- Contact is a link to our Help email for sending questions or issues about the submission

Once you have verified or selected the appropriate organization and year you may begin by selecting a section to complete. You must complete all sections that are required in order to be fully compliant with the submission process. Each section is clearly marked as to the current status and a checkmark will be displayed once that section is completed. Each section must be confirmed individually and is recorded as to who performed the confirmation. **Note:** If at any time a section is confirmed by mistake please email us at [IMMHelp@audits.ga.gov](mailto:IMMHelp@audits.ga.gov) for a reset of your status.

We have also provided information hover overs for more information about a section. You can read and activate these hover overs by moving your cursor / mouse over the  icon.


Please select from the following sections to begin:

Section 1		Status
 Please Enter / Confirm your E-verify #	<input type="checkbox"/>	Need Response
Section 2		
 Title 13: E-Verify Contractor Reporting	<input type="checkbox"/>	Need Response
Section 3		
 Title 36: Issuance/Renewal of Business Licenses	<input type="checkbox"/>	Need Response
Section 4		
 Title 50: Public Benefit Reporting	<input type="checkbox"/>	Need Response

**Section 1:** To start the process, click on the blue text under that section header that says **Please Enter/Confirm your E-verify #**. Once you have selected Section 1 you will be presented with the verification screen for your E-verify and Authorization date. Your E-Verify number must be between 4 and 6 numerical values only. This number is provided by the Federal government and is required under the provisions for the Immigration and Reform Act submission.

Please provide a eVerify number and authorization date or confirm the existing eVerify number and authorization date for your entity:

eVerify Number:	<input type="text"/>	<a href="#">?</a>
Authorization Date:	<input type="text"/>	Format(mm/dd/yyyy) <a href="#">?</a>
Entity does not meet the criteria established by the Department of Homeland Security to obtain such number		<input type="checkbox"/> <a href="#">?</a>

 Confirm

**Note:** If you have submitted information in previous years, this screen will be prepopulated with the information that was provided in previous submission years. If you do not qualify for an e-Verify number per the Federal Government requirements then please check the box for **Do not qualify**.

Once you are complete with this section then click the **Confirm** button. You will be taken back to the home page where you will see your updated status as Confirmed for that section.

## Section 1

[?](#) Please Enter / Confirm your E-verify #



## Status

Confirmed

By: Steve Geddes  
On: 10-31-2013 11:31 AM

**Section 2:** Now you are ready to proceed with Section 2 by clicking on the blue text under that section header.

## Section 2

① Title 13: E-Verify Contractor Reporting



Need Response

Each of the data reporting sections is made up of three steps. Step 1 is a question to determine if this area is applicable to your organization. If you answer YES then Step 2 will be the data reporting step and Step 3 is the confirmation step. If you answer NO to the question in Step 1 then you will be taken directly to the confirmation page in Step 3. You may go back at any time to review your answers.

### Title 13: E-Verify Contractor Reporting -- Step 1 of 3

During the reporting period (Dec 1, 2012 through Nov 30, 2013) did you enter into any contracts for the physical performance of services as defined in OCGA 13-10-90? ⓘ

Yes ☐ No ☐

→ Next

Step 2 of the submission process is the data collection process which will allow you to either upload a file or add records directly into our system through an online form. You may upload only one file but may continue to still add records if needed.

### Title 13: E-Verify Contractor Reporting -- Step 2 of 3

#### ① Option 1 : Upload a file:

Please select a file:

Browse...

Upload



OR

#### ① Option 2 : Directly Input your data into the system :

Add Record



Depending on the option you select, you will be taken to either an entry form to add data or a browse screen which will display your uploaded data.


### Option 1: Uploading a File

Option 1 : Upload a file:

Please select a file:

Browse...

Upload



Press the **Browse** button to locate the file you wish to upload. This will open a windows file browse dialog box and you can now navigate to your file. (This file must meet our specified layout or it will be rejected.) Press the Open button once you have located and clicked on your file.

Once you press **Open** your file will be selected for upload.


Option 1 : Upload a file:

Please select a file:

C:\Entity Name Title 13 20

Browse...

Upload



Press the **Upload** button to submit your file.

If your file meets our layout then the system will process the file and take you to the data browse screen.

Page 5













## Browse Screen:




Once you input or upload data, you will be able to look at your records (10 per page) on the screen.

**Title 13: E-Verify Contractor Reporting -- Step 2 of 3** Current Status: Started



Page 1 of 1 out of 4 records.

Name:  Error Category: - Choose Error Code - Filter Clear

Name	EVerify Number	Exempt	Date of Contract	Contract Number	Contract Amount
  A Good Company	78544	No		12	\$45,000 
  John Doe		Yes		99	\$100,000 
  The Tree Service		Yes	5/4/2013	21345	\$3,500 
  XYZ Company	11235	No		25	\$7,800 

 Add Record  Delete All  Download Copy

Back Next to Confirm

Here you will notice we are validating the records and will flag invalid records with a Red Flag  and mark valid records with a green flag . You must correct all records with a RED flag in order to move on and confirm the submission.




### Browse screen filter area at the top:

Name:  Error Category: - Choose Error Code - Filter Clear





In order to quickly find a record or to see error issues you can use our record filters at the top of the browse screen. Don't forget to clear any filters so you can see all your records.


- Name – allows you to look for a name that starts with a certain letter or word
- Error Category – allows you to filter based on any errors in your records

### The Data portion of the screen:






	Name	EVerify Number	Exempt	Date of Contract	Contract Number	Contract Amount
 	Land Landscape Greenville	12356	No	08/06/2013		2,800 

The following describes the data icons and actions for each:


- Flag for record status – if you see a green flag  that means that the record is good. If you see a red flag  by any record that means the record is invalid and you will need to correct before your data can be confirmed.
- Edit icon  – click for editing your record
- Red X  – for deleting or removing a record

In order to confirm you must correct any records that are invalid. Press the  icon in order to edit the record.

• Contract Date is required.



Legal Name of Contractor	A Good Company				
EVerify Number	78544		Exempt	<input type="checkbox"/>	
Legal Address of Contractor	123 Dover St				
City	Destin		State	FL	Zip 32147
Contract Number	12 				
Contract Date			Contract Amount	45,000 	

 Save

 Cancel

For each invalid record we will display in red the issue that is needing correcting. You can refer to our defined file layout to understand more about what our system will validate. In the example above the record is missing the Contract Date and will need to be added in order for this record to be valid.

#### **Browse Menu for Actions:**


 Add Record  Delete All


 [Download Copy](#)

- Add Record
- Delete All
- Download Copy - You also have the ability to export your data at any time using the Download Copy feature at the bottom of the data area.

#### **Bottom Navigation:**

 Back

 Next to Confirm

- Back
-  Next to Confirm Once you determine that your data is correct and there are no red flags you will be ready to confirm your data. To do this, Click **Next to Confirm**. This will move you on to STEP 3.

## Confirmation Page:

### Title 13: E-Verify Contractor Reporting -- Step 3 of 3

Current Status: Started 

Your organization has entered into contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2012 through Nov 30, 2013).

[Edit](#)

You have input a total of **2** record(s) for Title 13.

When complete, please click "Confirm" button. Note: you will not be able to modify your selections after clicking "Confirm".

[Back](#)

[Confirm](#)


If you still have invalid records after you confirm, the following message will be displayed:

 **Data can't be submitted because invalid records exist.**

[Back](#)

Use the back button to go back to the data browse to correct any issues.

### Add Form - Title 13 (to add one record at a time):

 **Option 2 : Directly Input your data into the system :**

[Add Record](#)



**Note:** If you have only a few records, it may be best to use the Add Form screen instead of uploading a file.


## Title 13: E-Verify Contractor Reporting -- Step 2 of 3

Add New E-Verify Contractor Report Record ⓘ

[Browse All](#)

Legal Name of Contractor	<input type="text"/>				
EVerify Number	<input type="text"/>	ⓘ	Exempt	<input type="checkbox"/>	ⓘ
Legal Address of Contractor	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
Contract Number	<input type="text"/>				
Contract Date	<input type="text"/>	ⓘ	Contract Amount	<input type="text"/>	









 Save

 Cancel


Required fields are: Legal Name, E-Verify number unless Exempt, Legal Address, City, State and Zip. Contract Date and Contract Amount are not required but should be provided if available.

### Browse Screen:

Once you input or upload data, you will be able to look at your records (10 per page) on the screen.

<b>Title 13: E-Verify Contractor Reporting -- Step 2 of 3</b>						Current Status: Started
Page 1 of 1 out of 4 records.						
Name:	<input type="text"/>	Error Category:	- Choose Error Code -	<input type="button" value="Filter"/>	<input type="button" value="Clear"/>	
Name	EVerify Number	Exempt	Date of Contract	Contract Number	Contract Amount	
 A Good Company	78544	No		12	\$45,000 	
 John Doe		Yes		99	\$100,000 	
 The Tree Service		Yes	5/4/2013	21345	\$3,500 	
 XYZ Company	11235	No		25	\$7,800 	
<input type="button" value="Add Record"/>		<input type="button" value="Delete All"/>		<input type="button" value="Download Copy"/>		
<input type="button" value="Back"/>		<input type="button" value="Next to Confirm"/>				




### Browse Screen Filter Area:

Name:	<input type="text"/>	Error Category:	- Choose Error Code - 	<input type="button" value="Filter"/>	<input type="button" value="Clear"/>
-------	----------------------	-----------------	---	---------------------------------------	--------------------------------------





You can filter your records by the following options.

- Name – allows you to look for a name that starts with a certain letter or word
- Error Category – allows you to filter based on any errors in your records

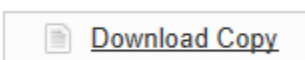
The Data portion of the screen:

	Name	EVerify Number	Exempt	Date of Contract	Contract Number	Contract Amount	
 	Land Scape Greenville	12356	No	08/06/2013		2,800	

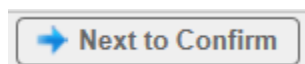
The following describes the data icons and actions for each:

- Flag for record status – if you see a green flag  that means that the record is good. If you see a red flag  by any record that means the record is invalid and you will need to correct before your data can be confirmed.
- Edit icon  – click for editing your record
- Red X  – for deleting or removing a record

You also have the ability to export your data at any time using the Download Copy feature at the bottom of the data area.



Once you determine that your data is correct and there are no red flags you will be ready to confirm your data. To do this, Click **Next to Confirm**. This will move you on to STEP 3.



**Step 3** of the process is the Confirmation Step which is displayed below:

### Title 13: E-Verify Contractor Reporting -- Step 3 of 3

Current Status: **Started** 

Your organization has entered into contracts for the physical performance of services as defined in OCGA 13-10-90 during the reporting period (Dec 1, 2012 through Nov 30, 2013).

[Edit](#)

You have input a total of **2** record(s) for Title 13.

When complete, please click "Confirm" button. Note: you will not be able to modify your selections after clicking "Confirm".

[Back](#)

[Confirm](#)

Once you have reviewed your selections and you feel it is correct click the **Confirm** button to complete this Section. Again this will take you back to the home page where you will see your Confirm status reflected for this section.

#### **Section 2**

 Title 13: E-Verify Contractor Reporting



Confirmed

By: Steve Geddes

On: 11-07-2013 10:05 AM

## Section 3 Title 36

**Note:** All Cities and Counties are required to fill out this section.

### Section 3

① Title 36: Issuance/Renewal of Business Licenses

☐

Need Response

**Section 3:** For some Organizations Section 3 - Title 36 section may not be required to fill out. The home page will reflect this as the following:

### Section 3

① Title 36: Issuance/Renewal of Business Licenses



Not Required

## Step 1 Title 36

### Title 36: Issuance/Renewal of Business Licenses -- Step 1 of 3

Did you issue or renew any business licenses, occupational tax certificates, or other document(s) required to operate a business during the reporting period (Dec 1, 2011 through Nov 30, 2012)?

Yes ☐ No ☐

→ Next

If you answer YES in Step 1 then Step 2 will be the data reporting step and Step 3 is the confirmation step. If you answer NO to the question in Step 1 then you will be taken directly to the confirmation page in Step 3. You may go back at any time to review your answers.

## Step 2 Title 36

### Title 36: Issuance/Renewal of Business Licenses -- Step 2 of 3

#### ① Option 1 : Upload a file:

Please select a file:

Browse...

Upload



OR


#### ① Option 2 : Directly Input your data into the system :

Add Record



← Back


### Option 1 Title 36:

 **Option 1 : Upload a file:**

Please select a file:

Browse...

Upload



Click the **Browse** button to locate the file you wish to upload. This will open a windows file browse dialog box and you can now navigate to your file. (This file must meet our specified layout or it will be rejected.) Press the Open button once you have located and clicked on your file.

Once you press **Open** your file will be selected for upload.

Press the **Upload** button to submit your file.

If your file meets our layout then the system will process the file and take you to the data browse screen.

**Note:** This upload process works the same way as the Title 13 process.

### Option 2 Title 36:

 **Option 2 : Directly Input your data into the system :**

Add Record



### Add Form - Title 36 (add one record at a time)

**Note:** If you have only a few records, it may be best to use the Add Form screen instead of uploading a file.


#### Title 36: Issuance/Renewal of Business Licenses -- Step 2 of 3

Add New Issuance/Renewal of Private Employer Business License Report Record ⓘ

[Browse All](#)

Document Number	<input type="text"/>
Name of Person to Whom Issued	<input type="text"/> ⓘ
Name of Business to Whom Issued	<input type="text"/> ⓘ
Everify Number Reported on Affidavit	<input type="text"/> ⓘ
Exempt	<input type="checkbox"/> ⓘ

 Save

 Cancel

### Data browse for Title 36:


Once you input or upload data, you will be able to look at your records (10 per page) on the screen.

#### Title 36: Issuance/Renewal of Business Licenses -- Step 2 of 3

Current Status: Started

ⓘ A new record has been created.



Business Name:



Error Category: - Choose Error Code - 


**Filter**

**Clear**


1 records found.

	Document Number	Person Name	Business Name	Everify Number	Exempt	
 	X1234	Danny Smith	Tree Cut Services	12345	No	

 Add Record  Delete All

 [Download Copy](#)

 Back





 Next to Confirm

### Browse Screen Filter Area:

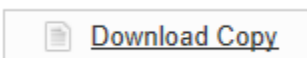
You can filter your records by the following options.

- Business Name – allows you to look for a name that starts with a certain letter or word
- Error Category – allows you to filter based on any errors in your records

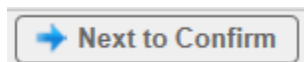
The following describes the data icons and actions for each:

- Flag for record status – if you see a green flag  that means that the record is good. If you see a red flag  by any record that means the record is invalid and you will need to correct before your data can be confirmed.
- Edit icon  – click for editing your record
- Red X  – for deleting or removing a record

You also have the ability to export your data at any time using the Download Copy feature at the bottom of the data area.



Once you determine that your data is correct and there are no red flags you will be ready to confirm your data. To do this, Click **Next to Confirm**. This will move you on to STEP 3.



**Step 3** - of the process is the Confirmation Step which is displayed below:

### Title 36: Issuance/Renewal of Business Licenses -- Step 3 of 3

Current Status: Started 


Your organization has issued or renewed business licenses, occupational tax certificates, or other document(s) required to operate a business during the reporting period (Dec 1, 2012 through Nov 30, 2013).

Edit

You have input a total of **1** record(s) for Title36.

When complete, please click "Confirm" button. Note: you will not be able to modify your selections after clicking "Confirm".

 Back

 Confirm

Once you have reviewed your selections and you feel it is correct click the **Confirm** button to complete this Section. Again this will take you back to the home page where you will see your Confirm status reflected for this section.

### Section 3

 Title 36: Issuance/Renewal of Business Licenses



Confirmed

## Section 4: Title 50 Public Benefit Reporting

### Section 4

 Title 50: Public Benefit Reporting



Need Response

After selecting this section you will be asked the following question.

### Title 50: Public Benefit Reporting -- Step 1 of 4

During the reporting period (Dec 1, 2012 through Nov 30, 2013) did you provide any public benefits as defined in Title 50? \*See list below

Yes ☐ No ☐

Adult education	Authorization to conduct a commercial enterprise or business
Business certificate, license, or registration	Business loan
Cash allowance	Disability assistance or insurance
Down payment assistance	Energy assistance
Food stamps	Gaming license
Grants	Health benefits
Housing allowance, grant, guarantee, or loan	Loan guarantee
Medicaid	Occupational license
Professional license	Public and assisted housing
Registration of a regulated business	Rent assistance or subsidy
Retirement benefits	State grant or loan
State issued driver's license and identification card	Tax certificate required to conduct a commercial business
Temporary Assistance for Needy Families (TANF)	Unemployment insurance
Welfare to work	

 Next

If you answer YES to the question above then you will need to identify which benefits you have provided by placing a check next to the ones that apply.

#### Title 50: Public Benefit Reporting -- Step 2 of 4

Please select the provided benefits: ⓘ

<input type="checkbox"/> Adult education	<input type="checkbox"/> Authorization to conduct a commercial enterprise or business
<input type="checkbox"/> Business certificate, license, or registration	<input type="checkbox"/> Business loan
<input type="checkbox"/> Cash allowance	<input type="checkbox"/> Disability assistance or insurance
<input type="checkbox"/> Down payment assistance	<input type="checkbox"/> Energy assistance
<input type="checkbox"/> Food stamps	<input type="checkbox"/> Gaming license
<input type="checkbox"/> Grants	<input type="checkbox"/> Health benefits
<input type="checkbox"/> Housing allowance, grant, guarantee, or loan	<input type="checkbox"/> Loan guarantee
<input type="checkbox"/> Medicaid	<input type="checkbox"/> Occupational license
<input type="checkbox"/> Professional license	<input type="checkbox"/> Public and assisted housing
<input type="checkbox"/> Registration of a regulated business	<input type="checkbox"/> Rent assistance or subsidy
<input type="checkbox"/> Retirement benefits	<input type="checkbox"/> State grant or loan
<input type="checkbox"/> State issued driver's license and identification card	<input type="checkbox"/> Tax certificate required to conduct a commercial business
<input type="checkbox"/> Temporary Assistance for Needy Families (TANF)	<input type="checkbox"/> Unemployment insurance
<input type="checkbox"/> Welfare to work	

[Back](#) [Next](#) [Cancel](#)

When you have completed the selection please click **Next** button to continue onto the SAVE verification for those benefits. You may go back at any time to change your answers prior to Confirmation.

#### Title 50: Public Benefit Reporting -- Step 3 of 4

For the benefits selected, please mark YES if you have received SAVE Program authorization to verify the applicant's lawful presence in the United States. Please mark NO if you have not received SAVE Program authorization. ⓘ

Business certificate, license, or registration	Yes <input type="radio"/>   No <input type="radio"/>
Cash allowance	Yes <input type="radio"/>   No <input type="radio"/>

[Back](#) [Next To Confirm](#)

You must answer YES or NO for each of the benefits selected before continuing to Confirmation page.

## Title 50 Confirmation Page:

### Title 50: Public Benefit Reporting -- Step 4 of 4

Current Status: Started 

Your organization have provided public benefits as defined in Title 50 During the reporting period (Dec 1, 2012 through Nov 30, 2013).

[Edit](#)

You have indicated that your organization has provided **2** benefits from the list provided.

When complete, please click "Confirm" button. Note: you will not be able to modify your selections after clicking "Confirm".

[Back](#)

[Confirm](#)

Once you have reviewed your answers you may click the **Confirm** button. Again, this will take you back to home screen where your status will be reflected. All sections must be complete in order to be compliant with this law.

#### Section 4

 Title 50: Public Benefit Reporting




Confirmed

By: Steve Geddes

On: 11-07-2013 11:31 AM

### Once all sections are complete:

Please select from the following sections to begin:

Section 1		Status	
 Please Enter / Confirm your E-verify #		Confirmed	By: Steve Geddes On: 11-06-2013 10:23 AM
Section 2			
 Title 13: E-Verify Contractor Reporting		Confirmed	By: Steve Geddes On: 11-05-2013 2:40 PM
Section 3			
 Title 36: Issuance/Renewal of Business Licenses		Confirmed	By: Steve Geddes On: 11-05-2013 2:47 PM
Section 4			
 Title 50: Public Benefit Reporting		Confirmed	By: Steve Geddes On: 11-05-2013 2:57 PM

You are now complete with the submission process at this time !

You should see this message when complete:

You are now complete with the submission process at this time !